

Sample Request Letter

(This format is for requesting government records through the Freedom of Information (FOIA) and Privacy Acts of 1974. Privacy Act requests are not accepted electronically; an original signature is required. Please mail your request to the appropriate Privacy Act Coordinator.)

(Date)

FOIA Coordinator
Idaho Bureau of Land Management
State Office, District or Field Office (Mail, fax or e-mail to the Idaho office who maintains desired records.
Address *Click here for addresses.*
City, State, Zip Code

FOIA REQUEST

FOIA Coordinator:

Under the FOIA, I request that a copy of the following document(s) or documents containing the following information: (Describe the documents you are requesting.) *Click here for additional information.*

In order to determine my fee category and the applicability of fees you should know that I am a _____ requester. (Include a selection from the choices below. If the options do not seem to apply to you, explain your circumstances.) *Click here for additional information.*

- Commercial-use requester - affiliated with a private corporation/business seeking information for company business use.
- New media requester - a representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.). This request is made as part of news gathering and not for commercial use.
- Educational institution/noncommercial scientific institution requester - affiliated with an educational or non commercial scientific institution. This request is made for a scholarly or scientific purpose and not for commercial use.
- All others requester – a private individual seeking information for personal, not commercial use.

Include one of the following fee options: (Specific questions must be addressed in fee waiver justifications. Processing will not begin until fee issues are resolved.) *Click here for additional information.*

- I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me prior to processing this request.
- I request a waiver of all fees for this FOIA request and my justification follows.

Electronic Format Option

I request that, if possible, the information I seek be provided in electronic format, and I would like to receive it on a computer disk. (Describe desired media). ***Click here for additional information.***

Rush Order/Expedited Option

I ask that my request receive expedited processing because _____. (Include specific details concerning your “compelling need.”) ***Click here for additional information.***

Sincerely,

Name

Address

City, State, Zip Code

Telephone Number:

(where you can be reached during normal business hours)

Fax Number:

E-mail:

(Your contact information is important so we may communicate with you about your request.)